

# Resume

**Tatre Bhagyashree Ram**

**B.E. Electrical (2013)**

**Personal Information:**

**Address:** Lodhivali, Tal: Khalapur,  
Dist.: Raigad – 410 206.

**E:** [tatrebhagyashree@gmail.com](mailto:tatrebhagyashree@gmail.com)

**M:** +91 8600898338

**D.O.B.:** 30.05.1992

**Gender:** Female.

**Marital Status:** Single.

**Languages Known:** Marathi,  
Hindi, English.

**Nationality:** Indian.

**Father's Name:** Mr. Ram Tatre.

**Mother's Name:** Mrs. Chandra  
Tatre.

**Sibling:** Mrs. Bharati Jadhav.

**Training/ Internship:**

- Hensel, Chennai. (FY 15-16)
- Reliance, Patalganga. (FY 12-13)
- BEST, Mumbai. (FY 11-12)

**Hobbies:**

- Listening music
- Watching movies and TV series.

❖ **Career Objective:** Seeking an opportunity in the field of engineering, that will enable individual as well as company's growth.

❖ **Academic Credentials:**

<b>B.E. (Electrical)</b>	75.37%	2012-13	Mumbai University
<b>H.S.C. (Science)</b>	75.67%	2008-09	Maharashtra Board
<b>S.S.C.</b>	83.23%	2006-07	Maharashtra Board

❖ **Work Experience:**

**1. M/s. Arora Technologies (P) Limited, Nerul (Navi Mumbai)**

[Manufacturing & Trading of NDT products & acc., Customer supp.]

**Sr. Inside Sales Engineer (Apr. 2018 – Sept. 2020)**

- Updating enquiry sheet and constant contacts, sharing weekly reports.
- Preparing quotations. (in SAP, Word or Email)
- Biweekly tender search, E-portal registrations, vendor registrations.
- Tender evaluation as well as submission. (Manual and E-Tenders)
- Reverting to the techno-commercial clarifications, tender status update.
- Managing resellers. (Answering queries, enquires, documentation.)
- Handling inward and outward of demo gears.
- Documentation after receiving PO, Payment follow up.
- Coordination with operations team regarding dispatches.

**2. M/s. NDTs India (P) Limited, Nerul (Navi Mumbai)**

[Inspection services, Trading of NDT products & acc., Customer supp., NDT Level-II Trainings and Level-III Consultation]

**Sales Coordinator (Oct. 2016 – Mar. 2018)**

- Updating enquiry sheet, sharing weekly reports.
- Preparing quotations. (in SAP, Word or Email)
- Tender submission. (Manual and E-Tenders)
- E-Tender status update, E-portal registrations, vendor registrations.

**3. M/s. Akshat Enterprises, Thane (W.)**

[Trading of Electrical and Electronics Goods]

**Technical Sales Coordinator (Nov. 2013 – Oct. 2016)**

- Handling customer's techno-commercial queries and negotiations.
- Preparing and sharing quotations. (in Busy, Sales Mantra, Excel or Email)
- Cost estimation of standard & customized products, tender submission. (Manual)
- Updating enquiry sheet, customer database, sending mailers.
- Coordinating with sales engineers, commercial and dispatch team.

❖ **Declaration:** I hereby declare that the above-mentioned information is true to my knowledge.

**Place:**

**Date:**

**Bhagyashree Ram Tatre**